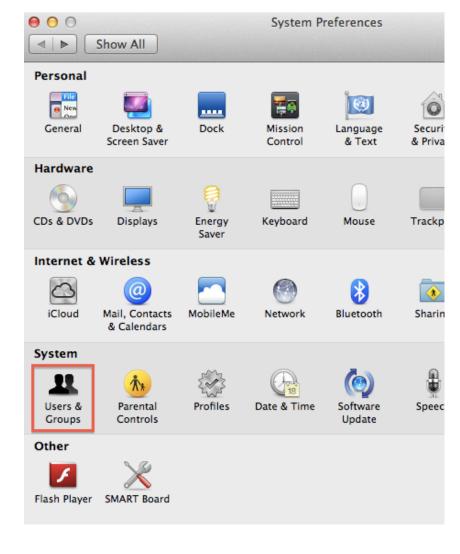Remember this photo will help your teachers when you are turning work in so we are requiring this photo have **no special effects** and we need to be able to see your full face straight one. You do not have to smile if you do not want to but we **do not** want you to make a funny face.
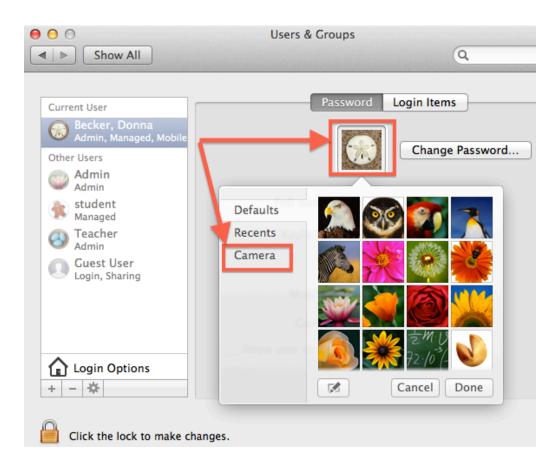
1.

2.

3. Click in the photo area where the sand dollar icon is pictured in this example to edit the photo.

You will see the following choices appear, select the Camera option.

4. Click on camera icon pictured in the snapshot to take a headshot photo of yourself. The camera will count down from 3 so you will have plenty of time to get ready and smile.

5. Use the ==size scroll bar== to position your head shot so it is centered and fills the picture window.

Click on the ==Set== or ==Done== button.

Click on the red button in the upper left corner next to the yellow circle to close the window.

Your new photo should appear the next time you launch AirDrop.